

From: [Smith, Monica](#)
To: [Delgado, Paige](#)
Cc: [Crossland, Ronnie](#); [Petersen, Chris](#); [Smith, Monica](#)
Subject: use of vehicle for FJ Doyle site work PAIGE - READ THIS EMAIL!!!! Let me know if you have any questions.
Date: Friday, November 2, 2018 3:09:09 PM
Attachments: [RE what is the plan for covering site M-Saturday next week. Since Gary is on PDO next week will be submitting CT for Paige only..msg](#)
[FW FJ Doyle Vehicle Auth.msg](#)
[FJ Doyle Vehicle Auth.msg](#)
Importance: High

Paige – The Region 6 ARA, James McDonald has approved your request to use the GOV from home to the FJ Doyle site November 5 – November 10, 2018 and November 13- November 17, 2018.

Wanted to make sure you are aware of the following and that there are severe penalties for misuse of the GOV.

Pursuant to 31 U.S.C. § 1344(a)(1), government motor vehicles can be used only for official purposes. 41 CFR § 102-34.200 defines “official use” as “using a government motor vehicle to perform your agency’s mission.” GOVs shall not be used for transportation to or from personal business engagements, luncheons (when not work related), social engagements, pleasure trips or HTW transportation (unless the Administrator has authorized such use).

1. The GOV is to be used for transporting you to the site and home each day you are **ACTUALLY** performing site work. In the attached email you stated you plan on being on site Monday – Friday. If you find that you are not going to be on site any day you have been approved to have the car, you should make sure to return the car to the EPA’s Addison facility. You are not to have the car at your home overnight if you know you will not be returning to the site the next day. (ie you go to site on Monday and don’t need to report back to site until Wednesday, the car should be parked at the EPA’s Addison facility Monday night.) In the event you return from the site and do not feel safe returning the car due to the late evening hours, you are return the car the next morning. You should send me an email stating your situation.
2. You are not to transport any non-government individuals in the GOV at any time if they are not associated with the official work being performed on site.
3. If you need to run personal errands, you are to use your own vehicle and should not use the GOV. Use of the GOV to run personal errands (grocery shopping, picking up dry cleaning, stopping at day care, etc) are considered misuse of the GOV.

Failure of any EPA employee to comply with these rules regarding the use of a government vehicle may result in suspension without pay or removal from his or her position in accordance with 31 U.S.C. § 1349.

Any unofficial use of a GOV will be reported to the Agency Fleet Manager who will escalate the issue to senior management, if necessary. After an agency investigation, EPA will, if appropriate, take disciplinary action under 31 U.S.C. 1349(b), “Adverse Personnel Actions,” which states:

“An officer or employee who willfully uses or authorizes the use of a passenger motor vehicle or aircraft owned or leased by the United States Government (except for an official purpose authorized by section 1344 of this title) or otherwise violates section 1344 shall be

suspended without pay by the head of the agency. The officer or employee shall be suspended for at least one month and, when circumstances warrant, for a longer period or summarily removed from office.”

If you have any questions, please let me know. Thanks – Monica

Monica Smith

Chief,

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